

**Berkeley Public Library Board of Trustees
Monthly Meeting Minutes
January 18, 2017
Open Session**

1. - Call to Order, Roll Call and Declaration of Quorum

President Villafana called the meeting to order on Wednesday, January 18, 2017, at 6:32 p.m.

Present: Trustees Willie Ashford, Jerry Brown, Reginal Bulus, David Kasa, Ida O’Neal, and Angi Villafana.

2. - Acknowledgment of Audience

Isabel La Barbera – No comment

Sonia Stetkus – No comment

3. - Approval for Agenda

@ 6:34 p.m. - **Move that the Berkeley Public Library Board of Trustees approved the Agenda , with the date changed from January 18, 2016 to January 18, 2017.**

Motioned by: Ida O’Neal

Seconded by: Willie Ashford

Ayes: Trustees Ashford, Brown, Bulus, Kasa, O’Neal and Villafana

Nays: None

MOTION CARRIED

4. – Meeting Minutes

4(a) – October 19, 2016 Regular Board Meeting Minutes.

@ 6:36 p.m. – **Move to approve the October 19, 2016 Regular Board Meeting Minutes, as presented.**

Motioned by: Ida O’Neal

Seconded by: David Kasa

Ayes: Trustees Ashford, Brown, Bulus, Kasa, O’Neal and Villafana

Nays: None

MOTION CARRIED

4(b) – November 16, 2016 Regular Board Meeting Minutes.

@ 6:37 p.m. – **Move to approve the November 16, 2016 Regular Board Meeting Minutes, as presented.**

Motioned by: Ida O’Neal

Seconded by: David Kasa

Ayes: Trustees Ashford, Brown, Bulus, Kasa, O’Neal and Villafana

Nays: None

MOTION CARRIED

5. – Director and Library Reports

@ 6:38 p.m. – Interim Director Ryan Cox presented the Director and Library Reports to the Board. Trustee O’Neal asked about the frequency of staff meetings and emergency response training, and whether or not the library has a defibrillator. Interim Director Cox explained that it is his intention to have the full staff meet on a quarterly basis, with established smaller team meetings (such as Circulation Staff with Loretta Bohn, Circulation Manager) on a more frequent basis. He also shared that none of the staff is trained in first aid or CPR and that there is no defibrillator in the library. It is his hope to have an in-service day for emergency training for staff in the coming year.

Trustee Ashford asked whether or not anyone has shown interest in serving as a Trustee. Interim Director Cox shared that, at this time, he is unaware of anyone running for the open Trustee positions in April 2017, other than Trustee Bulus. He shared that he and his staff has been encouraging patrons to consider but so far no one has shown active interest or willingness.

6. Financial Reports & Approval of Claim Ordinance #513

Financial Reports were presented by Isabel La Barbera.

@ 6:48 p.m. - Move that the Berkeley Public Library Board of Trustees approve Claim Ordinance #513 in the amount of \$25,011.29 and the Financial Reports, as presented.

Motioned by: Ida O’Neal

Seconded by: Willie Ashford

Ayes: Trustees Ashford, Brown, Bulus, Kasa, O’Neal and Villafana

Nays: None

MOTION CARRIED

7. – NEW BUSINESS

7(a). – 2017 Library Holiday Closures

Interim Director Ryan Cox presented the proposed 2017 Berkeley Public Library Holiday Closure schedule to the Board of Directors. Trustee Ida O’Neal, who serves as Chair of the Policy Committee shared that her committee has reviewed the schedule, and that it is in line with existing policy. Trustee Brown recommended the closure schedule include the New Year’s Day and Martin Luther King, Jr. Day holidays in early 2018.

@6:57 p.m. – Move that the Berkeley Public Library accept the Library Closure schedule for calendar year 2017, as revised to include the 2018 New Year’s Day and Martin Luther King, Jr. holidays.

Motioned by: Ida O’Neal

Seconded by: Reginal Bulus

Ayes: Trustees Ashford, Brown, Bulus, Kasa, O’Neal and Villafana

Nays: None

7(b) – FYE2018 Library Budget.

Interim Director Ryan Cox presented the FYE 2018 proposed budget to the Board of Trustees. President Villafana directed a discussion on the proposed budget. Trustee Brown raised a question and concern about having the library budget for a scholarship program that has not yet been developed or approved. This concern was discussed, and it was agreed that it would be acceptable to keep the line item in the budget but post the amount budgeted as \$0.00 and allocate \$500.00 for the scholarship in Contingency, allowing for funding the scholarship if it is developed and approved prior to the end of FY 2018.

@ 7:13 p.m. – Move that the Board of Trustees change the proposed budget to reflect that Line Item 505 “Community Scholarship Program” be listed as \$0.00 and Line Item 903 “Contingency” be increased to \$15,500.00.

Motioned by: Reginal Bulus

Seconded by: Ida O’Neal

Ayes: Trustees Ashford, Brown, Bulus, Kasa, O’Neal and Villafana

Nays: None

MOTION CARRIED

Trustees Ashford and Brown raised questions about maintaining the existing Personnel line items, in light of the resignation of a full-time person and the hiring of only a part-time person. Interim Director Cox shared that it is his intention to review staff needs on a regular basis and it his belief that additional staff may be required as we move from the winter months (when program attendance and patron circulation is at its lowest) into the summer months (when program attendance and patron circulation is at its highest). Further, Interim Director Cox shared that his staff is picking up the work load during this period of transition, as he moves into the position of Interim Director and relinquishing some work responsibilities previously assumed by his former full-time position; but that he does not see the continuation of this being appropriate in the long term.

@ 7:45 p.m. – Move that FYE2018 Library Budget, with Line Item 505 “Community Scholarship Program” being listed at \$0.00 and Line Item 903 “Contingency” being listed at \$15,500.00, be read into the record for final approval at the February 15, 2017 Board of Trustees Meeting.

Motioned by: Ida O'Neal

Seconded by: Willie Ashford

Ayes: Trustees Ashford, Bulus, Kasa, O'Neal and Villafana

Nays: None

Present: Jerry Brown

MOTION CARRIED

8. Adjournment

@ 7:56 p.m. – **Motion to adjourn meeting**

Motioned by: Willie Ashford

Seconded by: Ida O'Neal

Ayes: Trustees Ashford, Brown, Bulus, Kasa, O'Neal and Villafana

Nays: None

MOTION CARRIED